

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROJECT DIRECTOR OF FOSTER CARE AND KINSHIP EDUCATION

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Project Director of Foster Care and Kinship Education is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management committees.

DESCRIPTION

To oversee and direct day-to-day operation of the Foster Care and Kinship Education Program, Resource Family Approval Program, and Community; to exercise direct supervision over trainers and staff; manage complex scheduling; lead curriculum development; mentor, train, and evaluate professional experts; and manage budget and grant deliverables; foster a collaborative environment; and, coordinate with diverse agencies and individuals.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administer the day-to-day activities and operations of the Foster Kinship and Care Education (FKCE), Resource Family Approval (RFA), and Community Action to Reach out to Infants (CARI) Programs;
2. Coordinate with broader community, including local County Children and Family Services Departments, State Chancellor's Office, and educational partners in the implementation of the Resource Family Approval grant and program activities;
3. Manage implementation of the Resource Family Approval grant activities;
4. Be responsible for all aspects of annual programming such as scheduling, marketing and facilitating Foster Care and Kinship Education trainings, meetings, conferences, and reporting in compliance with grant terms;
5. Be responsible for curriculum development and curriculum adaptations on an ongoing and as needed basis in response to current needs of the Foster Care and Kinship community and in compliance with grant terms;

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6. Train, advise and supervise all aspects of the Foster Care and Kinship Education, including course offerings, childcare providers, Train the Trainer programming, and additional duties as needed;
7. Compile, maintain, and review all files and records;
8. Supervise all financial aspects of Foster Care and Kinship Education program, including the budget development process, the maintenance of the accounting procedures established for those budgets, timesheet approval, and the approval of purchase requisitions;
9. Responsible for overseeing all reporting on grant-related activities per the requirements of the grants;
10. Perform all other related and implied duties and such others as may be assigned by the Dean of Social Sciences and/or the Vice President of Academic Services.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Pertinent Federal, State and local laws, codes and regulations as they pertain to foster care and kinship education training and activities;
2. Principles and practices of organization, administration and personnel management;
3. Principles and practices of budget preparation and administration;
4. Principles of supervision, training and performance evaluation;

Ability to:

1. Plan, organize, and evaluate programs;
2. Communicate clearly and concisely, both orally and in writing;
3. Develop and update curriculum and training modules directly related to the topics of Foster Care and Kinship Education;
4. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of all families, including those with physical and/or learning disabilities.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education:

Bachelor's Degree in Organizational Management, Education, or Social Services from an accredited institution of higher education.

Experience:

Two years of experience in program management, preferably in an institution of higher education, foster care activities and program coordination. Experience working with social services agencies OR equivalent combination of education and experience, which indicates possession of knowledge and skills required.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with regular travel to attend meetings and conferences at off site locations, including evenings and weekends, as part of the standard training schedule.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.

NOTE: This class specification is not necessarily all inclusive in terms of work detail.

Adopted by Board of Trustees on: May 21, 2019

Effective: May 22, 2019

Job Family: Administrative